



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, California 95825
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February 16, 2001

In Reply Refer To:
9210 (P)
CA-943

EMS TRANSMISSION: 02/16/01
Instruction Memorandum No. **CA-2001-026**

To: District Manager, CDD and All Field Office Managers
(*Attention - District/Regional and Field Office FMO's*)

From: State Director

Subject: Duplicate Fire Qualification, Training and Experience Records for the State Office **DD: 3/30/01**

The State Fire Management Officer is responsible for reviewing, approving and signing all Red cards for California BLM personnel having fire qualifications at the Wildland Fire Type I and II Team Command and General Staff and Air Operations Branch Director level and Prescribed Burn Boss Type I and II (reference IM No. CA-2000-044). It was identified by the National Preparedness Review Team during California's 2000 Preparedness Review that sufficient records (hard copies) were not kept at the State Office to allow for a sufficient review. In order to correct this, duplicate fire qualification, training and experience records for personnel in your offices that hold any of the above Wildland or Prescribed fire positions, must be sent to the State FMO by **March 30, 2001**. Individual folders for these personnel will be established at the State Office.

The documentation required are records that show the transition to the positions stated above and support the current red card qualification. The following documentation is requested:

1. Training Course Certificates
2. Completed Task Books
3. Currency - Documentation supporting Position Assignments (ie. Evaluation from assignment)

A complete historical file for these personnel is not required at the State Office. If you have any questions, please contact Doug Waggoner, State Office Fire Staff, at (916) 978-4437.

Signed:
Mike Pool
State Director

Authenticated
Liza Raymundo
Records Management